



EXECUTIVE DIRECTOR, Northern Virginia Transportation Authority (NVTA)

Job# 07-9030 Deadline: July 13, 2007 (Open Until Filled)

Note: This position is not a Fairfax County Government position; however, to facilitate the hiring process, the Fairfax County AIMS system is being used to process resumes on-line. Representatives of all Northern Virginia jurisdictions with membership on the NVTA and regional transportation and planning agencies are assisting with the recruitment of the Executive Director.

Fairfax County, Virginia is a diverse and thriving urban county. As the most populous jurisdiction in both Virginia and the Washington metropolitan area, the county's population exceeds that of seven states. The median household income of Fairfax County is one of the highest in the nation and over half of its adult residents have four-year college degrees or more educational attainment. Fairfax County also is home to an extensive commercial office market and is a major employment center.

Fairfax County is a great place to work, with a variety of jobs in different fields, great benefits, and an enjoyable working environment.

The Northern Virginia Transportation Authority (NVTA) was created by the Virginia General Assembly in 2002 as an independent body to develop long-range transportation plans for the Northern Virginia region. In 2007, the General Assembly gave NVTA authority to adopt a variety of taxes and fees dedicated to transportation in the region. The NVTA is now seeking a dynamic and talented Executive Director who will lead the organization in achieving its mission and vision as it transitions from being primarily a regional planning agency to being a transportation funding agency overseeing the implementation of projects, programs, and services it funds within the region.

The Executive Director position is the first to be hired by the Authority and will oversee the hiring of additional personnel as authorized by the NVTA Board. To date, the Authority has been utilizing staff and other resources from its member jurisdictions and other regional planning and transportation agencies. This critical new position will be at the center of the development of major transportation plans for Northern Virginia. The organization will fund transportation projects, programs, and services to improve travel times, reduce delays, connect regional activity centers, improve safety and air quality, and move people in the most cost-effective manner.

Position Overview

The Executive Director is accountable to the NVTA Board and is responsible for the effective management and day-to-day operations of the Authority. This includes working closely with various committees and working groups that are comprised of NVTA members and staff from local jurisdictions and regional transportation and planning agencies to develop and implement the Authority's capital program.

Responsibilities

Leadership

- With the working committees and local jurisdictions, sets the strategic vision for the NVTA and ensures the achievement of the Long-Range Plan.
- Oversees administrative procedures to maintain fiscal accountability and control, equitable personnel practices, efficient office management, and attainment of management objectives.
- Develops, implements, and evaluates an annual operational plan, programs, and budget.
- Recommends an annual budget for Board approval and, in concert with the Chief Financial Officer, prudently manages the NVTA's resources within budget guidelines and in accordance with accepted accounting standards and practices.



- Provides leadership to the NVTA staff and to set an effective organizational agenda. The Executive Director is expected to provide management staff with an annual review, recommend salary increases, provide for in-service training, and generally maintain a positive working relationship among employees. The Executive Director is responsible for setting employment policy and ensuring that the NVTA complies with all state and federal laws and regulations regarding employment.

Building Working Relationships

- Develops and maintains relationships with Board members, ensuring the flow of appropriate information about operations and challenges of the organization.
- Works in close, frequent, and occasionally confidential collaboration with the NVTA Board to identify problems, needs, and opportunities, and to coordinate responsibility for achieving both near-term and long-range goals.
- Reports monthly on specific tasks and responsibilities set by the Board as performance priorities.
- Forges effective, mutual relationships with elected officials and staff at all levels of government, private sector partners, and members of community groups and the general public.

Requirements

Master's degree in planning, business, transportation management, public administration, economics, engineering, or related fields is preferred. A minimum of ten years experience in management is required. Salary is negotiable depending on experience and past successes. This position is envisioned to be for a term of two years, with an opportunity to be extended should such an extension be acceptable to both parties.

To Apply

For more information about this position, or to apply, visit our Web site at www.fairfaxcounty.gov/jobs.

While submission on-line through the county's AIMS system is preferred to expedite the resume handling process, you may also apply by sending your resume as an attachment to an e-mail to TheAuthority@thenovaauthority.org or through the mail or fax to:

Attn: NVTA Executive Director Recruitment, Job #07-9030
c/o Northern Virginia Regional Commission
3060 Williams Drive, Suite 510
Fairfax, VA 22031
703-642-5077 (FAX)

For additional details about this position, please contact Sherry Rowe at 703-324-3864. Additional information on the NVTA can be found at <http://thenovaauthority.org>

Fairfax County is an Equal Opportunity Employer committed to workplace diversity. To request reasonable accommodation, call 703-222-5872 (voice) or 703-222-7314 (TDD).